

SPECIAL ORDER NO. 17

May 8, 2008

**SUBJECT: MILITARY LEAVE OF ABSENCE ACCUMULATED VACATION TIME  
COMPENSATION PROCEDURE - REVISED**

**PURPOSE:** Existing City policy provides that City employees may defer all or a portion of their vacation time, accumulating no more than two years of vacation time. Once an employee has accumulated two years of vacation time, any additionally earned vacation time is lost and deposited into the City's Catastrophic Illness or Injury Time Bank. Department Manual Section 3/732.60, allows employees entering active duty with the United States Armed Forces, on a military leave of absence, to request cash payment for all or a portion of their accumulated vacation time earned during, or prior to, the start of their leave of absence. However, many employees recently began their military leave of absence and were unaware that they could request a cash payment. Those employees initially lost all accumulated vacation time beyond the two-year maximum.

This Order establishes a procedure to ensure that concerned employees are notified of their options with regards to their vacation time while away on military leave of absence. This will eliminate the possibility of losing any vacation time.

**PROCEDURE:**

**I. EMPLOYEE'S RESPONSIBILITIES.** During, or prior to, the start of their military leave of absence, the concerned employee shall:

- \* Review and sign the *Accumulated Vacation Time Compensation Notice*;

**Note:** By signing the Notice, the employee acknowledges they are aware that they may request cash payment for all or a portion of their accumulated vacation time. The employee may also elect to request automatic cash payment for any additionally earned vacation time in excess of the maximum two-year allowance.

- \* Submit an Employee's Report, Form 15.07.00, to the Commanding Officer, Fiscal Operations Division (FOD), if a request for cash payment is selected and/or a request for automatic payment is made for any additionally earned vacation time;

**Note:** Employees must have completed their qualifying year of service for the City and have actually accumulated vacation time.

- \* Attach a certified copy of military orders, if available, to the Employee's Report as evidence of activation with the United States Armed Forces; and,

**Note:** Only a regular or reserve commissioned officer, regular or reserve warrant officer or senior non-commissioned officer (E-7 or higher), of the United States Armed Forces may certify military orders.

- \* Attach a copy of the Notice to the Employee's Report as a proof of service.

**II. COMMANDING OFFICER'S RESPONSIBILITIES.** The commanding officer of an employee who receives written orders to report for military duty shall:

- \* Ensure the employee is served with the *Accumulated Vacation Time Compensation Notice*;
- \* Ensure the completed and signed original Notice is forwarded to Personnel Division to be filed in the employee's Departmental Personnel Package;
- \* Ensure a copy of the Notice is given to the employee for payment request through FOD; and,
- \* Ensure an additional copy of the Notice is filed in the employee's Division Employee Folder.

**III. PERSONNEL DIVISION'S RESPONSIBILITY.** Personnel Division shall verify that the employee has been served with the *Accumulated Vacation Time Compensation Notice* by his/her commanding officer upon receiving documentation for military leave of absence.

**NOTE:** If the employee does not provide a signed copy of the Notice, the Commanding Officer, Personnel Division, shall ensure that the employee is served with the Notice.

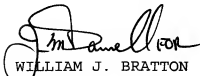
**IV. MILITARY LIAISON OFFICER'S RESPONSIBILITIES.** If the Military Liaison Officer, Ombuds Office, becomes aware of an employee preparing for, or currently serving on military duty, has not been served with the

*Accumulated Vacation Time Compensation Notice*, the Military Liaison Officer shall:

- \* Serve the concerned employee with the Notice;
- \* Forward the original Notice to Personnel Division to be filed in the employee's Departmental Personnel Package;
- \* Forward a copy of the Notice to FOD for payment; and,
- \* Forward an additional copy to the employee's assigned division to be filed in the employee's Division Employee Folder.

**AMENDMENT:** This Order amends Section 3/732.60 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "D"

**ACCUMULATED VACATION TIME COMPENSATION NOTICE  
(PROOF OF SERVICE)**

I, \_\_\_\_\_ Serial No. \_\_\_\_\_  
request payment for \_\_\_\_\_ hours of my accrued vacation time.

\_\_\_\_\_  
Employee's Signature      Date

I, \_\_\_\_\_ Serial No. \_\_\_\_\_ do/do not  
request that if I exceed the maximum two years of my accrued  
vacation time, that the City of Los Angeles will automatically  
cash out any excess vacation hours at the end of the first month  
of each Calendar year of my current military leave of absence.

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Employee Serving      Serial Number      Date

**NOTE:** Employee electing not to sign this proof of service will  
lose any vacation time earned in excess of the maximum two  
years allowed. \_\_\_\_\_ Initial.

Original: Employee's Department Personnel Package  
Copy: Fiscal Operation Division  
Copy: Employee's Division Employee Folder